

## ***Sentencing Advocates/Mitigation Specialists and Investigators***

Sentencing Advocates and Investigators are employed in both Public and Capital Defender offices. These positions provide office attorneys with information related to a client's social, educations, medical and family history as well as locating and interviewing witnesses, serving subpoenas and at times testifying in court. Click on the position title for a sample position job description. Please note position descriptions may vary depending on the Public/Capital Defender Office's qualifications.

### **Sentencing Advocate/Mitigation Specialists I/II**

The Sentencing Advocate/Mitigation Specialist assists attorneys in case preparation by conducting in-person interviews with clients and clients' family and friends, generating complete social history reports and reviewing records to include but not limited to psychological, medical, and educational related to clients and clients' family. Additional duties include identifying any factors in mitigation of the offenses charged and pursue corroborating documentary evidence to support those claims, both in witness testimony and records. This position requires knowledge of the criminal justice system including court proceedings as well as knowledge of community programs and their eligibility requirements. Experience researching and gathering data to reach a supportable conclusion is required along with interviewing experience and applicable techniques. Other qualifications include the ability to remain organized and prioritize assignments and communicate effectively both orally and in writing with various socio-economic groups, fellow staff and members of the criminal justice community. The qualified individual must have the ability to work independently as well as in a team-driven environment. A bachelor's degree in social work, psychology or a related degree in mental health/substance abuse is also required. Prior experience working in a criminal justice environment is also preferred.

### **Investigator I/II**

The Investigator assists attorneys preparing for, and during, litigation and court proceedings. Responsibilities include but are not limited to investigating the facts and circumstances of the alleged offense and the client's background. The investigator is also responsible for developing personal, family and social histories, locating and interviewing potential witnesses for pre-trial, trial, and post-trial proceedings, serving subpoenas, providing witness relations, and development of demonstrative exhibits. Assisting in the identification, selection, preparation, and presentation of expert witnesses, researching and writing on various issues, including mental health are also required. Other duties include requesting, reviewing, analyzing, and summarizing records and information on clients. Developing and maintaining positive and productive working relationships with clients and other significant case participants is important along with the means to travel to correctional institutions within and without the state to visit with witnesses and incarcerated clients.